

Gloucester Rangers Minor Hockey Association (GRMHA)



Rules and Regulations

(Updated August 2019)

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AMENDMENTS

Amendment Number	Date	Enter By	R&R Amended (A), Added (+) or deleted (-)
1	August 17, 2016	Kevin Carroll	17.2
2	June 15, 2018	Kevin Carroll	2.1, 3.5.1, 3.6.4.1, 3.11.2.3, 3.11.4, 11.6.2, 13.1, 13.2
3	April (draft)	Mike Webb	3.5.3, 3.12(new), 6.4, 11.1, 11.5.1, 11.5.2, 11.6.2, 13.2, 14.2
4	August 2019	Bruce Pickard	1.3, 3.9 (new), 8.3, 11.0, 13.1, 14.1, 18.0(new), Anx B- Sect 1, Anx F (new), Anx H (new), Anx I (new)

PREAMBLE

These Rules and Regulations may add to, but not conflict with Rules, Regulations, and/or Codes of Discipline of any higher level governing bodies (GHA, Hockey Canada, Hockey Eastern Ontario (HEO), HEO Minor, etc.). These Rules and Regulations also assume the higher level governing body Rules and Regulations have been read.

1.0 SELECTION AND EVALUATION OF HEAD COACHES AND OTHER TEAM OFFICIALS

- 1.1.** Head Coaches are selected by the GRMHA Coach Selection Committee and approved by the GRMHA Board and the GHA. Coaches are accountable to the GRMHA.
- 1.2.** Head coaching positions will be advertised annually throughout District 9, deadline for applications is March 31st.
- 1.3.** Prior to each season a Head Coaches Selection Committee shall be formed; consisting of the Corporation Designate, GRMHA President (who will vote only in the case of a tie), Vice-President Hockey Operations, Director Player Development, the GRMHA Secretary (non-voting - for administration and coordination only) and a technical representative; for the purpose of preparing the proposed slate of coaches.
 - 1.3.1.** Should a member of the Rangers Selection Committee be related to a coach that is being selected or to a prospective player trying out for that team, that member of the Selection Committee will declare a conflict of interest and will not participate at this level. This restriction will also apply to any person that the Board considers to have a close familial relationship to a child in the GRMHA.
- 1.4.** The GRMHA President will provide a list of coach applicant names, (indicating home association and level they are applying for) to the Corporation for comments 7 days prior to the scheduled interviews. Any concerns are to be identified to the GRMHA President within the 7 days so that potential concerns/issues can be addressed during the interview.
- 1.5.** Formal approval of the head coach, as selected by the Coaches Selection Committee, will be required by the GRMHA Board and by the Corporation. Until such time as both Boards are in agreement, as to the appointment of the Head Coaches for all teams, the Coach candidates shall not be informed. If such approval is not forthcoming by either board, the Coaches Selection Committee will bring forward their alternate choice for this position.
- 1.6.** By a majority vote of the GRMHA Board, action may be taken to suspend and/or replace team officials, parents or players for conduct unbecoming to the game of hockey, or for actions in contradiction of the GRMHA Fair Play Pledge.

- 1.7. GRMHA Coach Selection Criteria will be posted on the GRMHA web site for the information of all possible applicants. (Attached as annex).
- 1.8. The GRMHA will solicit mid-season and year-end coach evaluations from players, parents and Coach Mentor. The results of these evaluations will be shared with the Board, the coach and Coach Mentor and will be made available to the Coach Selection Committee during coach selection processes. Results of the evaluations will not be shared with parents.
- 1.9. Selection of Assistant Coaches and Team Manager (Team Officials)
 - 1.9.1. Coaches are encouraged to seek their own Assistant Coaches and designate an on-ice helper focused on goalie development. The GRMHA will assist where necessary. Parents of players trying out for the team cannot be approached until after the team has been finalized.
 - 1.9.2. All appointments must be approved by the President and the VP Operations of GRMHA prior to confirmation.
 - 1.9.3. The team manager shall be nominated by the coach or by the parent group and voted on by the full team parent group (1 vote per player). If the nominated candidate accepts the nomination, they must receive a 75% approval by the full team parent group.

2.0 PLAYER AGE CATEGORIES

- 2.1. The GRMHA operates a minor/major system throughout the various age divisions as endorsed by Hockey Canada operating guidelines. As such, the GRMHA operates under the premise that all players will play within their respective age group. (i.e.: a minor will play minor, a major will play major). Exception to this is a situation where no age category exists or league division is offered (In these cases, this will not be considered playing up).

3.0 TRYOUTS, PLAYER SELECTION AND USE

- 3.1. Board members with the exception of the President, Vice Presidents Administration and Hockey Operations shall be appointed by the Board to act as the Team Liaison for one age group for the duration of the season. Liaisons will administer the established try-out process, conduct the first team meeting and serve as the team link to the GRMHA Board. See attached Try-out Guidelines, Team Liaison Duties and Agenda and Process for first team meeting (annexes)
- 3.2. Players trying out for a Ranger team must;

- 3.2.1. be a resident of District 9,
- 3.2.2. be registered with a member hockey Association of District 9, and
- 3.2.3. have completed and submitted the Tryout Registration form and paid the try out fee.

3.3. All players must tryout at their appropriate age level in order to be selected to a team.

3.4. General Time frames for Tryouts

- 3.4.1. For age groups where AAA exists (Major Pee Wee to Major Midget) GRMHA will endeavour not to begin tryouts for those age groups until such time as AAA teams have been selected. In the event of overlap, reassignments will not be finalized until the AAA team roster has been finalized. This will allow players trying out for AAA teams an opportunity to be considered for GRMHA teams.

3.5. Team Composition

- 3.5.1. All teams of the GRMHA must carry a complement of 17 players and the Board must approve any deviation from the following numbers: 9 forwards, 6 defense, and 2 goalies. Positions are at the discretion of the head coach and may be adjusted throughout the season.
- 3.5.2. Bantam and Midget teams may, with approval from the President and VP Hockey Operations, be permitted to carry a roster of up to 19 players.
- 3.5.3. Novice teams will carry the amount of players required as per current HEO guidelines as described in Annex

3.6. Player Selection Process

- 3.6.1. The GRMHA will on an annual basis conduct a tryout process.
- 3.6.2. Members of the GRMHA Board will not interfere with or in any way attempt to influence player selection.
- 3.6.3. All coaches must follow the GRMHA selection process and use the player evaluation criteria as prescribed by the Board.
- 3.6.4. Player selection will be at the discretion of the coach after having followed the GRMHA player evaluation criteria.
 - 3.6.4.1. In the event of a vacancy on a team roster after the tryout process has been completed, the head coach ***must first consider the players who were the final tryout releases*** to fill the vacant position. The proposed player must be approved by the VP Ops prior to the coach offering a position on the team. If

no final release player accepts a position on the team, the coach in consultation with the VP Ops may consider players who did not attend tryouts.

3.6.5. Coaches are not permitted to organize tryout sessions or exhibition games outside of the Board established process.

3.6.6. Coaches must identify, at minimum, two (2) independent evaluators to assist them in team selection. The names must be shared with and approved by the VP Hockey Operations before tryouts begin. Evaluators must not have a player participating in or be affiliated in any way with a player participating in tryouts for the age group in which they are conducting evaluations.

3.6.7. GRMHA player evaluation materials must be completed by all coaches and retained until November 1st.

3.7. Balancing of two (2) teams in one age group and division will be conducted in accordance with Annex C.

3.8. Tryout guidelines

3.8.1. GRMHA will conduct an annual tryout process within the Tryout Guidelines established in the GHA Rules and Regulations. GHA R&Rs may be supplemented by more detailed GRMHA tryout procedures. (See attached Annex)

3.8.2. GRMHA will review tryout procedures on an annual basis.

3.9. Import Framework. Only the GHA President can authorize the approval of player(s) importing into the GRMHA to tryout from another Association.

3.9.1. GRMHA will only consider requesting permission from GHA to import a player(s) in the following situations:

3.9.1.1. There is a shortage of players to conduct safe and meaningful tryout sessions. The intent is to provide sufficient competition in the tryout process and is not intended to merely improve the roster

3.9.1.2. There is a shortage of players to ice a full roster

3.9.2. In all cases, the imported player must have been released from his/her home association and granted permission from the home association to tryout.

3.9.3. In all cases the imported player must be able to attend a minimum of two tryout sessions.

3.10. Player Registration

- 3.10.1. Players must be registered with the GHA registrar prior to their first league or tournament game. All appropriate documents must be submitted by the VP Administration to the GHA Registrar at least 3 days prior to the first league or tournament game whichever comes first.
- 3.10.2. Once players have been registered on a GRMHA team they are not permitted to play below the level they are registered to i.e. AA cannot move down to play A.
- 3.10.3. Once players are registered on a GRMHA team they may not be released without the approval of the Board & notification to the district registrar and the home association.
- 3.10.4. Any player requesting a release from a team roster must be in good standing with the Rangers and the team prior to the release being brought forward to the board for consideration. No release shall be granted until such time as all fees/payments are paid in full and all equipment has been returned.
- 3.10.5. Upon acceptance of the Rangers invite to join a Ranger team, it becomes a player's expected obligation to attend all official team events. Medical reasons or unforeseen circumstances could be condoned exceptions. Consequences of repeated non-compliance will include disciplinary measures up to and including removal from Ranger roster as determined by the Rangers Board.

3.11. Player Use

- 3.11.1. The official GRMHA policy with respect to ice time is "fair" ice time as per applicable GHA R&Rs.
- 3.11.2. The GRMHA philosophy is to develop and play everyone on each team as fairly as possible throughout the season. It must be understood that fair ice time does not imply equal ice time.
- 3.11.3. Coaches must treat each player in a fair manner and enable the players to feel they are contributing to the team. Only through adherence to this policy will players be afforded the opportunity to develop confidence through exposure to various game situations.
- 3.11.4. Adherence to these policies will be monitored closely by the VP Hockey Operations and all complaints will be investigated and addressed as required with the team officials. Violations may be subject to discipline up to and including dismissal of team officials.

3.12. Affiliation

- 3.12.1. Team affiliation provides teams with additional players to call upon when regular team members are unavailable to play. In addition, affiliation affords players the opportunity to play at a higher caliber/age level. To ensure that players are affiliating to the highest level of development, the GRMHA will complete affiliation lists by mid-November.
- 3.12.2. GRMHA does not support teams playing with reduced rosters when a regular team member is unavailable. Head coaches are expected to make every effort to call up affiliated players (following GHA R&R call up procedures) to ensure that the team is playing with a full roster in accordance with the HEO MINOR playing rules.
 - 3.12.2.1. All coaches must affiliate a minimum of 3 forwards, 2 defense and 2 goalies from a minimum of 2 different teams.
 - 3.12.2.2. All affiliated players must be invited to attend a minimum of 2 practices a month. Having affiliated players participate in team practices on a regular basis provides development opportunities and ensures that affiliated players are knowledgeable and in tune with a team's routines, playing tactics, and personnel.
 - 3.12.2.3. The Head Coach shall endeavor to have all affiliated players to play one game per season.
 - 3.12.2.4. Any/all exceptions to above must be substantiated in the monthly report submitted to the VP Ops.
- 3.12.3. Affiliation is not to be used for disciplining regular team members.
- 3.12.4. Coaches of AA teams must first consider their A team (where it exists) **then** the younger AA affiliate for player movement and selection. Where A teams do not exist, coaches should first consider Rep B teams then the younger AA affiliates. When affiliating players from Rep B, coaches are encouraged to ***place priority on those players that participated in Ranger tryouts and were subsequently reassigned.***
- 3.12.5. The VP Hockey Operations will monitor all affiliation and team activity reports.

4.0 REGISTRATION FEES, OPERATING EXPENSES AND TEAM BUDGETS

- 4.1. Player registration fees and GRMHA operating expenses to be absorbed within team budgets will be established by the GRMHA on an annual basis based on

recommendations from the GRMHA Treasurer.

- 4.2. The GRMHA Treasurer will establish a fee collection schedule for the payment of registration fees, which will be reviewed by the GRMHA Board on an annual basis.
- 4.3. The payment of GRMHA registration fees is the responsibility of each player/family and may be offset through sponsorship/fundraising.
 - 4.3.1. Families with 3 or more children playing on a Ranger team will receive a 50% discount on the registration fees for the 3rd child.
- 4.4. The GRMHA Treasurer will provide a Team Budget template to the coaches, which will be pre-populated with mandated non-discretionary expenses deemed necessary by the GRMHA for the operation of all GRMHA teams.
- 4.5. Each Head Coach will draft a proposed team budget using the prescribed GRMHA Team Budget template for approval of the full team parent group at the first official team meeting after team selection. The Team Liaison will conduct a secret ballot vote for approval of the budget. Only 1 vote per player will be permitted. In order for the budget to be passed, it must get 75% approval from the full parent group.
- 4.6. Approval of the team budget obligates the player/family to the payment of team fees. These fees can be offset by fundraising/sponsorships (see GRMHA Fundraising Policy).
- 4.7. Proposed changes to approved team budgets may be made throughout the season provided that: the liaison is present to conduct a vote during a team meeting, and that 75% approval is reached.
- 4.8. Team managers are responsible for a monthly financial reporting to the GRMHA, and to the team parents. Major deviations (more than 10% variance) from the total team approved budget must be brought to the attention of the parents and the team liaison immediately.
- 4.9. Should a surplus of funds remain in the team account at the end of the season, the money is to be divided equally and returned to the team parents (assuming equal participation in all events) by May 15. (See GRMHA Fundraising Policy for the distribution of surplus fundraising/sponsorship funds).
- 4.10. Final Team Financial Reports must be submitted to GRMHA Treasurer by May 31 (unless an extension is requested and approved by the GRMHA Treasurer)

5.0 COACH HONOURIARUM AND EXPENSES

- 5.1. Each team within the GRMHA will provide the Head Coach with an annual honorarium payable in two installments dated October 1 and January 1.

- 5.2. Non-parent team officials shall be granted a travel expense and kilometric allowance (excluding honorarium) as outlined in the Team Budget templates issued annually by the Executive and Board.
- 5.3. The honorarium, travel expense and kilometric rates will be reviewed and approved annually by the GRMHA.

6.0 FUNDRAISING

- 6.1. The GRMHA governs all fundraising activities and the policy is administered by each Team Manager and overseen by the VP Administration.
- 6.2. GRMHA does not permit players to solicit money on street corners or other areas that may be dangerous to their safety.
- 6.3. If a family elects not to or cannot participate in a fundraising event, they fail to share in the proceeds of that activity. Only those who participate will be eligible to gain from the proceeds and the funds will be divided equally amongst participant families. If a family's registration and team fees are paid in full and they participate in the fund raising activity, their portion will be divided equally amongst all other activity participants.
- 6.4. Money raised through sponsorship can be recognized by placing one sponsor bar on the back of a player's jersey, with the exception of novice development teams, creating a team banner or newsletter, website or any other suitable recognition. The amount or type of recognition is dependent on the amount given to the team by the respective sponsor. (See GRMHA Equipment Policy Section).
- 6.5. All monies raised through sponsorship and fundraising must be recorded in the team financial reports. Any sponsor wishing to make an anonymous donation is to be advised that their name will be withheld from public financial record, but the funds must be provided to the GRMHA President or GRMHA Treasurer who will disperse them to the team. The amount of the sponsorship must be disclosed to the team and reported in the team revenues.
- 6.6. Any family who has fully paid their team fee through an arm's length corporate business or public business sponsorship is not entitled to a refund of any surplus money. Corporate or public business sponsorships are not returned to team parents, as parents are not to gain financially from the public support. Excess sponsorship funds remaining in a team account at year end that is not required to support team year-end activities, will be distributed based on a 75% team vote back to the sponsor, the team or to the GRMHA Board.

7.0 REFUNDS

- 7.1. As player selection for a Rangers team is done through a voluntary tryout process, the GRMHA will not entertain non-medical related requests for refunds (except for transfers/moving out of district, moves to AAA only).
- 7.2. All medical related requests for refunds must be in writing and accompanied by a doctor's note.
- 7.3. The GRMHA will only consider medical related refunds for season ending injury or illness. There will be no refunds or pro-rated games played refunds for partial injury or illness.
- 7.4. A player who suffers a season ending injury or illness supported by a doctor's note before November 15 will be issued a 50% refund less: 1) Hockey Canada Insurance Fees, 2) Admin fee of \$50.00. No medical related refunds will be issued after November 15th.
- 7.5. Refunds for transfers/moving out of District 9 or players moving to AAA hockey will be based on the registration fee less: 1) Hockey Canada Insurance Fees, 2) Admin fee of \$50.00, then 3) prorated yearly fee.

8.0 CONDUCT OF COACHES, TEAM OFFICIALS AND PLAYERS

- 8.1. Coaching staff, team officials, and the athletes represent District 9 of HEO MINOR, its' member Associations and GRMHA. As such they are expected to set a high standard of personal conduct as a role model to the athletes. This applies both to on-ice and off-ice behaviour as a sportsman with and ambassador for the GRMHA.
- 8.2. All team officials and players must sign the GRMHA Code of Conduct upon selection. See attached Annexes.
- 8.3. The HEO MINOR Code of Discipline, GHA Rules and Regulations, and GRMHA Discipline framework (see applicable Annex) also serve as terms of reference for the team officials of the GRMHA.
- 8.4. Failure to abide by the Codes of Conduct may result in disciplinary action.

9.0 RISK MANAGEMENT

- 9.1. In keeping with Hockey Canada recommendations, all team officials (including but not necessarily limited to coaches, trainers, managers), and any others, who, through their duties on behalf of the GRMHA, may work directly with children and adolescents, must undergo a criminal record check every three years.

10.0 **LOGO AND MARKETING**

- 10.1. The GRMHA Executive and Board will determine the GRMHA logo, branding and marketing.
- 10.2. All requests to use the GRMHA logo/crest must have Board approval.

11.0 **EQUIPMENT**

- 11.1. As per the GRMHA Contracting policy the Equipment Director will be responsible to arrange a RFP (Request for Proposal) to determine the suppliers of equipment on a bi-annual basis for purchases governed by the contracting policy or over a certain monetary amount as determined annually by the GRMHA Board.
- 11.2. The GRMHA will purchase and provide each team with one set of home and away jerseys in the official GRMHA colours. The jerseys will remain the property of the GRMHA and shall be retained at the end of the season.
- 11.3. Each player is required to purchase whatever equipment is not supplied so as to coordinate all teams within the GRMHA in similar attire. Helmets, pants and gloves must be predominately Black in colour to coordinate with GRMHA team colors.
- 11.4. Sweaters, jackets and crests bearing the name and in the colours of GRMHA must conform to the approved pattern as designated by the GRMHA Executive and Board.
- 11.5. Sponsor Recognition on Equipment
 - 11.5.1. Appropriate space will be made available on the team jersey to recognize a team sponsor, with the exception of novice development program teams, which may not crest their jerseys. Team management must first consult with GRMHA Equipment Director regarding cresting.
 - 11.5.2. With the exception of novice development program teams, which may not crest their jerseys, add name bars or sponsor bars, the player's individual sponsor's name and/or logo will be displayed on back of their team sweaters below the numbers in a prominent position.
 - 11.5.3. The home jersey sponsor bar is a white bar with green letters and the away jersey sponsor bar is a green bar with white letters.
 - 11.5.4. Only one sponsor bar is permitted on a jersey.
- 11.6. Teams and players are responsible for the care and maintenance of jerseys

throughout the season

11.6.1. Players will not be permitted to consume coloured liquids (Gatorade, Poweraid, etc.) while wearing the jerseys

11.6.2. With the exception of novice development program teams, players must have a garment bag to transport jerseys to and from the rink and jerseys must not be stuffed in hockey bags.

11.6.3. Team managers are responsible to ensure/enforce that all Rangers Players respect the garment bag policy.

11.6.4. Failure to abide by any of the above will result in the team forfeiting the equipment deposit

11.7. Team management is responsible for the return of all equipment to the Equipment Director by the end of the playing season but no later than April 30 (includes jerseys, trainer kits, and mailroom keys) or the team will forfeit the equipment deposit.

12.0 **DRESS CODE**

12.1. Players who represent the GRMHA must attend games in proper attire as determined at the first team meeting after the teams are formed. This may include a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants or polo shirt and casual pants and their team jacket, or team tracksuit and appropriate footwear to and from ALL games. Jeans are not deemed appropriate attire for games.

12.2. Team Officials, including Head Coach and Assistant Coaches, who represent the GRMHA, must attend games in proper attire. This may include a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants (excluding jeans) and their team jacket with the GRMHA logo and appropriate footwear to and from all games. Jeans and baseball caps are not deemed appropriate attire for games and are not permitted.

12.3. Trainers may optionally, due to their duties, wear a clean GRMHA approved "warm-up/track suit".

13.0 **LEAGUE PLAY**

13.1. All GRMHA teams will play in the Hockey Eastern Ontario Minor AA/A Hockey League (HEO Minor A/AA).

13.2. The GRMHA will ice at least one team in the each of the Divisions in the HEO

Minor A/AA League.

14.0 TOURNAMENT PLAY

- 14.1.** With the exception of novice development program teams, GRMHA teams are permitted to enter a total of five (5) tournaments including those sponsored by the GRMHA. A maximum of three (3) out-of-district tournaments are permitted. This does not include Provincial, Regional or National Championship play downs.
- 14.2.** If a coach wishes to enter more than the amount of tournaments prescribed in RR 14.1, they must receive approval from the GRMHA Executive and Board. Before considering extra tournaments, approval must be sought by the team and voted on with a 75% approval rate.
- 14.3.** In the event that a team attends a Provincial Championship, the GRMHA may make funds available to help offset costs.

15.0 ICE DISTRIBUTION AND CARE OF FACILITIES

- 15.1.** Ice assigned to the GRMHA by the GHA will be allocated to GRMHA teams in a fair and equitable manner throughout the regular season. A master schedule will be prepared and copies will be provided to each team coach and manager.
- 15.2.** The coach and the team manager are responsible to ensure that ice that has been scheduled / allotted to the team has been used. When a team is not able to make use of the assigned ice, every effort should be made to exchange practice ice with other Rangers teams. If this is not possible then teams may only sell/trade ice with other GHA teams.
- 15.3.** Failure to play a scheduled league game can result in not only the forfeiture of the game but also additional sanctions/ suspensions of team officials.
- 15.4.** Teams may purchase additional ice over and above the team allotment at the team's expense provided funds are available in the team budget.
- 15.5.** Team officials are responsible for ensuring dressing rooms and common areas are inspected for damage prior to taking possession and for ensuring those areas are left clean and undamaged after team use.

16.0 RECOGNITION PROGRAM (RANGER RINGS)

- 16.1.** The GRMHA recognition program recognizes players or volunteers who have been a part of the Ranger program for 5 or more years. The Ranger Rings are only available to

those who meet the eligibility criteria and cannot be purchased outside of the formal program.

16.2. Player eligibility: Players in their 5th season will be offered the opportunity to purchase a ring at their own expense.

16.3. Volunteer eligibility:

16.3.1. Any person who has served in the capacity of head coach for 5 or more years will be awarded a ring at no cost.

16.3.2. Any team official (assistant coach, trainer, manager) who has served in a team capacity for 5 or more years will be eligible to purchase a ring at their own expense.

16.3.3. Board members who have served for 5 or more years will be awarded a ring at no cost.

17.0 SOCIAL MEDIA

17.1. The GRMHA understands and appreciates the importance of social networking; the immediate and public forum provides unique opportunities for updates, networking and promotion. However it also provides an unsupervised medium for inappropriate conduct to occur; conduct which can be detrimental to the welfare of the League and our teams and or individuals.

17.2. The GRMHA holds its teams and or individuals, which use or participate in social networking, to the same standards as it does for all forms of media including television, radio and print.

17.3. Its teams and or individuals should act in a professional manner at all times since they represent the GRMHA at all times.

17.4. Detailed social media policy included in Annexes.

17.5. Any player, parent, board member or team official who fails to abide by the Social Media policy may be subject to disciplinary measures.

18.0 GRMHA CONTRACTING POLICY. All applicable GRMHA contracting will be conducted in accordance with the GRMHA Contracting policy Annex.

19.0 CORRESPONDENCE

19.1. All correspondence purporting to represent the views and/or interest of the GRMHA must be approved by the GRMHA President prior to dispatch. In the event of a game protest, the President and Vice President Hockey Operations must be advised of circumstances and content of, prior to submission.

19.2. A player/parent wishing to correspond with the GRMHA Board must do so through the Team Liaison.

ANNEX A - TEAM LIAISON DUTIES AND AGENDA FOR FIRST TEAM MEETING

PROCESS AND AGENDA FOR THE FIRST TEAM MEETING

The liaison from the Rangers Board must be in attendance at the first team meeting and will act as the meeting chairperson.

The agenda may be expanded upon by the coach to cover items other than what is listed in this document however, as a minimum the topics listed below must be addressed.

1 – INTRODUCTIONS

- a) Liaison opens meeting
- b) Coach introduces himself, welcomes parents, outlines expectations for the season

2 – APPROVAL OF TEAM BUDGET

- a) Coach presents and details the budget.
- b) Coach answers questions and discussion on matters relating to the budget. Any necessary changes are made immediately.

Important Notes:

- *Parents only get to vote on or propose changes to non-discretionary budget items. The items listed in red font on the budget template are expenditures and/ or fees mandated by the GRMHA Executive and Board for all Ranger teams.*
 - *Changes to the budget may be made later in the season provided that: 1) the liaison is present to conduct a vote during a team meeting, and 2) that 75% approval is reached.*
 - *Tournaments: Ranger coaches are permitted to select 5 tournaments (maximum of 3 out of town and 2 in town) at their discretion. Parents do not get to vote on or propose changes to the tournaments selected by the coach unless the travel time to participate in the tournament exceeds 8 hours. A coach may propose to attend a 4th out of town tournament should there be no local tournaments to attend however, it must: 1) be voted on by the parent group with 75% approval, and 2) be approved by the GRMHA Board.*
- c) Coach leaves the room in case there is the need for private discussion or questions of the GRMHA liaison prior to the vote.
 - d) Liaison conducts secret ballot to get approval of the budget as proposed or the revised budget. Only 1 vote per player will be permitted (if both parents are in attendance, only 1

vote will count). In order for the budget to be passed, it must get 75% approval from the parent group (13 = 75% for team with 17 players; 15 = 75% for a team with 19 players).

3 – APPOINTMENT OF TEAM MANAGER

- a) Recommendation is made from the coach for a proposed manager and/or nominations are accepted from the group.
- b) If a candidate accepts the nomination, a secret ballot is conducted and the manager is selected with a 75% approval from the parents. (13 = 75% for team with 17 players; 15 = 75% for a team with 19 players).

4 – APPOINTMENT OF TEAM TREASURER

- a. The liaison outlines the responsibilities and solicits names of volunteers for the position.
- b. If a candidate accepts the nomination, a secret ballot is conducted and the treasurer is selected with a 75% approval from the parents. (13 = 75% for team with 17 players; 15 = 75% for a team with 19 players).

Team Treasurer – Responsible to collect fees from parents, keep accurate records of revenue and expenses and prepare a report by the 5th of each month for the team Manager to review and submit to the GRMHA treasurer along with any payments due to the GRMHA. The team manager will provide a copy of this financial statement to the parents each month. At the end of the season finalize the team account and provide the GRMHA Treasurer with a final report by April 30.

5 – APPOINTMENT OF VOLUNTEER FOR THE PR COMMITTEE

- a) Each Ranger team must name a representative to act as the team’s representative on the Rangers Public Relations Committee.
- b) The liaison outlines the responsibilities and solicits names of volunteers for the position. Responsibilities for the public relations rep are:
 - 1. To help gather news items from their team for the Ranger website
 - 2. To help with picture day in October and with the Volunteer Appreciation banquet in April
 - 3. To help arrange and organize the team purchase of Ranger apparel (coats, hats, track suits, etc.)

6 – OTHER BUSINESS

- a) Coach or the new manager may solicit volunteers to act as minor officials and/or volunteers for other team positions.
- b) Other topics may be covered by the Coach or team staff.

ANNEX B - COACH SELECTION CRITERIA

Section 1 – Coach Selection Committee Members

The Gloucester Ranger coaches are selected by a special committee made up of the representatives from the Gloucester Rangers Minor Hockey Association (GRMHA) Executive including as a minimum the President, Vice-President Hockey Operations, Director of Player Development, Technical Advisor (may be contracted out to a third party), Secretary (non-voting - for administration and coordination only) and a designate (District Chair, Vice-President, Competitive) from the Gloucester Hockey Association (GHA).

Section 2 – Selection Process

Step 1 - The GRMHA Coach Application form is posted annually on the GRMHA web site and the link is provided to all GHA home association presidents to allow them to post on their respective web sites. All applications received by the deadline will be considered by the Coach Selection Committee.

Step 2 – Initial Verification of Coach’s Application

a. The Gloucester Rangers are the competitive branch of A and AA hockey for the GHA (District 9) and while they have a mandate under the Rules and Regulations to run the program, they still fall under and are accountable to the GHA (which includes the home association presidents) and hence place value in the GHA input to the coach selection process. Feedback on potential coaching candidates is actively sought out from the GHA Executive and Home Association Presidents and then this feedback is used along with the result/quality of the Phase 1 interview to determine who moves on to Phase 2 of the selection process.

b. Reference checks (both personal and association) are done on all applicants. In addition as indicated above, the list of applicants for coaching positions is circulated to the GHA Executive for their information, feedback and references before the two-phase interview process begins.

Step 3 – Phase 1 - Initial Interview

a. Each applicant will be invited to Phase 1 of the process; some exceptions may be made for those candidates who already were part of a Ranger coaching staff or have previous Ranger coaching experience, hence allowing more time to interview coaches new to the

GRMHA. Advancement to Phase 2 is at the discretion and invitation of the Selection Committee. The strength of the candidate's communication skills are assessed throughout the entire process (from initial application to Phase 2).

b. The Selection Committee endeavours ultimately to select the candidate that it deems as the most appropriate, best qualified and the best fit for the organization at each level. However, the goal whenever possible is to find a qualified, non-parent coach at all levels and preference will be given to non-parents where candidates are roughly equal in merit.

c. During Phase 1 each candidate is asked to give a 10 minute presentation to the Committee which must touch on the following: provide background on themselves, outline their coaching philosophy, touch on their proposed approach to team management and list proposed team staff. This will be followed by approximate 5 minutes of questions by the committee.

d. Applicants will be informed by the GRMHA Secretary whether or not they will be proceeding to the Phase 2 interview.

Step 4 - Phase 2 - Interview

a. A formal interview is conducted during which both technical knowledge and personal suitability are assessed. Candidates will be asked a variety of situational questions, relevant to the level they are applying to coach, with the intent of assessing their technical knowledge of the game, leadership skills and their ability to respond and react under different scenarios. The quality of the technical responses and the strength of communication skills are assessed throughout the interview. The Committee reserves the right to vary the questions from candidate to candidate in order to respond to feedback received from the GHA, in order to flesh out in more detail items a candidate may have touched on in their initial presentations, and/or to get a better sense of the candidate's communication style in a given situation.

b. The GRMHA Secretary will inform the applicants on the status of their application.

c. Coaches selected by the GRMHA Coach Selection Committee will be forwarded to the GRMHA Board and the GHA for approval once approved the coaches names will be posted on the Gloucester Rangers web site.

Section 3 – Coach Profile and Selection Criteria

There are a number of key competencies that GRMHA have identified that an ideal coach candidate should possess and which provide the coach with the basic capabilities with which to run an effective team within the Rangers program. This list is not exhaustive of all the competencies required, however it does provide a sense for what key capabilities the Committee will be targeting.

An ideal coach should be able to demonstrate the ability to:

- Communicate effectively and in a positive manner (written and oral) with both the players and parents
- Adapt his/her program and/or approach to the developmental needs of the age group (e.g., adjust practices / training to the age and caliber they are interested in coaching versus simply constructing a miniaturized version of a professional one)
- Link age/level-appropriate skills with the game tactics and strategies (both practically and theoretically)
- Design and implement a year-long plan and program that is in philosophical alignment with organization's values, goals and policies
- Deal with emotionally-charged situations with integrity and in a professional manner and solve problems using a fair and thoughtful process

Other selection criteria the Committee will consider include:

- Coaching level attained through formal clinics
- Background and coaching experience
- References
- Known or referenced reliability and integrity.

Preference will be given to non-parents where candidates are roughly equal in merit. This preference will be strong for the Tier 1 level teams (Minor Atom A teams and AA teams from Atom to Minor Pee Wee), with more flexibility for Tier 2 teams (A teams from Major Atom to Minor Pee Wee and AA teams from Major Pee Wee to Major Midget) in order to ensure that the GRMHA has an appropriate pool of candidates from which to draw.

ANNEX C – BALANCING PROCESS FOR TWO TEAMS AT ONE AGE LEVEL

There will be two distinct and separate stages to the tryouts for selection of the Gloucester Ranger Teams where there are two Ranger teams at one division in the League. (e.g. Minor Atom A).

Stage One – Selection of Gloucester Rangers Players

1. The purpose of Stage One will be to determine the players that will play for the Gloucester Rangers (GR) during the hockey season. In particular, the two Head Coaches and their approved evaluators will select the top 4 goalies, top 12 defense and top 18 forwards i.e. 3. Stage One will be run in accordance with our GR Tryout Guidelines except that by the end of “Stage One” the two head coaches will have reached a consensus on the top 30 skaters and 4 goalies but they will not yet know which players will be on which team. Within “Stage One” there will be two phases, just like there are for every other age group.

a. Phase 1 – covers tryouts up to the first reassignment of players back to their home association. This phase includes a goalie specific session, a skill session and two inter-squad games. D

b. Phase 2 – Players not reassigned back to their home association during Phase 1 will proceed to Phase 2, which consists of two additional inter-squad games. Following these ice times the final reassignments will occur.

2. In summary players will be informed on or before the end of Stage One that they have been reassigned back to their home association (where they have the option of either trying-out for Rep B or playing House League) or that they have been selected to play for the Gloucester Rangers. Once the players have been selected to be a Ranger they will not be officially assigned to either of the Ranger teams until after a series of inter-squad/exhibition games and/or practice ice times have been completed.

Stage Two – Assignment of Players to the two Teams

3. The purpose of Stage Two is to divide the selected players between our two teams. Impartial evaluators selected by the Gloucester Rangers Executive will assess the skills of all of the selected players followed by a draft that will assign the players to their respective team for this season. The goal is to have the two teams as balanced as possible at the beginning of the season. That of course does not guarantee that the teams will remain balanced throughout the season as teams all progress/develop differently. This entire process will be done under the direct guidance of the Rangers’ Board.

4. While players will be placed on a team for Stage Two that does not mean that they will be on

that team, with that coach, for the season. Players may be rotated between teams throughout Stage Two as the evaluators consider the strengths and weaknesses of all of the players. The players will be “officially” notified by the Gloucester Rangers through their team Liaison when they have been assigned to either the Green or White Gloucester Rangers team for the season.

Note: THAT THIS PROCESS WILL TAKE AT LEAST 2 or MORE ICE SESSIONS.

5. When coaches are selecting the players for the teams there will be no consideration based on region i.e. two players may live on the same street/go to the same school but may be selected to play for different teams – note: this is no different than any level of Ranger team. However, the Ranger Board may make special consideration for those players who reside in rural areas who make a request to play on same team by the first ice session of Stage Two. The Board will review special requests and make decisions on a case by case basis.

ANNEX D - TRYOUT GUIDELINES

1.0 Players

- 1.1 Players trying out for a Ranger team must;
 - 1.1.1 be a resident of District 9
 - 1.1.2 be registered with the local member hockey association of District 9 and
 - 1.1.3 have completed and submitted the Tryout Registration form and paid in full the try out fee
- 1.2 All players will tryout at their appropriate age level.
- 1.3 Any player trying out may be selected for either “AA” or “A” team where available at their age level.
- 1.4 Each player will receive a minimum of two (2) tryout sessions unless, in the opinion of the teams’ head coaches, the players’ safety may be jeopardized in which case a refund of the tryout fee will be issued. A player who misses a tryout can be released after one tryout and will not be issued a refund
- 1.5 All tryout sessions are mandatory. All absences must be reported to the Team Liaison or the player may be considered as having withdrawn from tryouts.
- 1.6 Each player will receive a tryout jersey and a pair of socks

2.0 Players injured or ill during tryouts must:

- 2.1 Produce a doctor’s certificate within 24 hrs. of the injury or illness, if occurring during tryouts or, if occurring prior to tryouts, at the first try-out session.
- 2.2 If the illness or injury is of a long-term duration (more than 7 days), the players’ parents/guardians must provide weekly updates on the players’ condition to the Team Liaison of the team he/she is trying out for.
- 2.3 Provide a doctors’ certificate permitting the player to return to tryouts and/or specifying conditions which would restrict the players’ full participation.
 - 2.3.1 A player may not return to the ice for assessment at Rangers until and unless:
 - 2.3.1.1 The player’s parent provides a doctor’s certificate indicating permission for the player to return to competitive hockey or indicating conditions under which he/she may return and,
 - 2.3.1.2 The player’s parents have provided reports to the Team Liaison on the player’s condition and progress before each scheduled tryout session.
 - 2.3.2 With the approval of the President and VP Hockey Operations, AA and A coaches may hold two positions open for assessment on player’s return.

3.0 Players moving into the area (district) during tryouts must:

- 3.1 Have been registered by their respective home association as described in 1.1

4.0 Players trying out at the Junior or U18 AAA levels

Any players wishing to be able to return to his appropriate playing level in the GRMHA if unsuccessful at Junior or U18 AAA must:

- 4.1 Fulfill the criteria for players trying out for a Ranger team as described in 1.1.
- 4.2 Inform the Team Liaison as to:
 - 4.2.1 What Junior/U18 AAA teams(s) he/she is trying out with;
 - 4.2.2 Provide regular updates as to their status; and
 - 4.2.3 Participate in at least one full GRMHA tryout session in order for the coach to be able to assess/evaluate the player.

5.0 Player selection

- 5.1 On or before the end of tryouts, all players still remaining at the tryouts (not reassigned), may be advised that should they not be selected to the “AA” team that they will continue to be considered to play at the “A” level (where “A” exists).
- 5.2 Any player that is selected to the “AA” team where the player/parents decide not to play at that level may be released from any subsequent tryout sessions.
- 5.3 Players/Parents not agreeing (wishing) to play “A” level hockey may be released from any subsequent tryout sessions.

6.0 Player Reassigned from Rangers

- 6.1 Players/parents wishing further clarification of the reason(s) for reassignment may request so in writing (within 48hours of the reassignment) to the appropriate Team Liaison.
- 6.2 A written response will be provided to the player/parents as soon as practical following the receipt of their request. The player/parent will be provided with a summary evaluation of that specific player only. The GRMHA does not provide detailed ranking information, statistics or any comparative information.

7.0 Team Selection

- 7.1 The guidelines and selection time-lines will be determined by the VP Hockey Operations in consultation with the GRMHA Board.
- 7.2 Coaches are required to have at least two evaluators. These individuals cannot be a parent or related to anyone trying out at that age level.

- 7.3 All teams will select
 - 7.3.1 17 players (2 Goalies, 6 Defense, 9 Forwards – coaches may rotate positions at their discretion)
 - 7.3.2 Bantam and Midget teams may select an additional 2 players for a total of 19 players with President and VP Ops approval.
- 7.4 When either or both the AA and/or the A coaches are satisfied they have selected the players for their respective team, they may finalize their selections and notify the VP Operations and the Team Liaison. The Team Liaison will arrange for a face to face meeting with the players reassigned and selected. Either the AA or the A coach is required to address and give feedback to all players.
- 7.5 Announcement of players selected to a team must be made to the entire roster at a tryout session taking place at the same general time and location (players will be informed individually but must all be informed at the same tryout session). This means that no players can be told at one session that they made the team and others at another session.
- 7.6 Any deviation from the above must first be approved by the VP Operations

8.0 Responsibilities of GRMHA President and VP of Hockey Operations

- 8.1 Prior to the start of tryouts, identify any player trying out for a Ranger team, who is a child or ward of:
 - 8.1.1 a member of the GRMHA Board
 - 8.1.2 a member of the GHA Executive/Board
 - 8.1.3 the head coach or assistant coach of a Ranger team
- 8.2 Obtain a group of independent evaluators (who possess hockey knowledge). These individuals may consist of previous coaches, or current coaches who may evaluate at different levels than their own team level.
- 8.3 Arrange/schedule the independent evaluators to assess the players identified above, and rate them as being in”
 - 8.3.1 the top third of players on the ice trying out or,
 - 8.3.2 the middle third of players on the ice trying out or,
 - 8.3.3 The bottom third of the players on the ice trying out.
- 8.4 Ensure evaluations are based on hockey sense, skills and abilities.
- 8.5 After each session, collect the independent evaluations and keep them sealed unless an appeal is received in writing concerning the release of a player identified in above.

- 9.0** The final roster of AA and A teams must be immediately given to the VP of Administration by the team liaison who will in turn notify the Home Associations and the GHA registrar.

ANNEX E - GLOUCESTER RANGERS MINOR HOCKEY ASSOCIATION CODE OF CONDUCT

Introduction

Many Associations have struggled when it comes to dealing with improper conduct, which is detrimental to the development of players, coaches, officials and volunteers in minor hockey.

The Gloucester Rangers Minor Hockey (GRMHA) has adapted this Fair Play & Code of Conduct program, it is hoped that the result will be a clear understanding of identifying and dealing with unacceptable behavior.

It should also be noted that players, coaches and parents within GRMHA are bound by additional codes of conduct and fair play guidelines as periodically established by the GHA (Gloucester Hockey Association).

To properly implement this program, the following items have been addressed:

- ÿ Objectives of the program
- ÿ Definition of unacceptable behavior
- ÿ A complaint reporting procedure
- ÿ Appointment of individual(s) to handle complaints and assess discipline.
- ÿ A complaint investigation and handling process
- ÿ Incorporation of the program into the association's rules & regulations
- ÿ Consequences
- ÿ Enforcement
- ÿ Formation of a Special Committee to handle appeals
- ÿ An internal appeals process
- ÿ Pledge forms for participants
- ÿ Program presentation to the membership
- ÿ Evidence of agreement and support from the facility owners
- ÿ Local Law Enforcement Agency is made aware of the program implementation

Association Philosophy:

“FAIR PLAY PROGRAM”

The Gloucester Rangers view the **“FAIR PLAY PROGRAM”** as support and confirmation of the many excellent volunteers, coaches and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game of hockey. We see this program as a vehicle to assist them to further these values and make the game even better and more enjoyable. One could view the **“FAIR PLAY PROGRAM”** as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but

rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with energy and support the **"FAIR PLAY PROGRAM"** to make our game even better.

Objective:

To provide a program which plays a significant role in the development of a young person's values, morals, social maturity, physical and mental fitness. To promote acceptable conduct, which provides:

- Respect for persons
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy and to flourish
- Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behavior.

What is Unacceptable Behavior?

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of "unacceptable behavior", the **responsibilities** of "GRMHA", coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

Complaint Handling Procedure

A. Implementation Trigger

The reporting of unacceptable behavior by a director, spectator, coach, player or official is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

B. Reporting Process

If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a

player, spectator, coach, official or administrator, is serious enough to warrant a formal complaint, then an Incident Report Form (Appendix B) must be completed.

The Incident Report Form should be submitted to GRMHA's President for review and action.

Responsible Reporters

On/Off Ice Officials

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will at a stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individuals cease this unacceptable behavior. If the behavior continues, the official will document the offense or action on a game incident report form or the back of the game sheet. A copy of the write up on the game sheet will be forwarded to the Association's designated individual, triggering the complaint handling process.

Directors, Spectators, Players

If in the opinion of a Director, spectator, or player an individual is verbally or physically harassing or abusing a game participant (coach, player, official, or spectator), an incident report form is to be completed and forwarded to the individual responsible for complaint handling. This will trigger the complaint handling procedure.

Enforcement

After investigation, the President of Gloucester Rangers Minor Hockey Association shall have the power to suspend summarily any player, coach, trainer, manager, official or spectator of any team under the auspices of the Gloucester Rangers for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

The President of Gloucester Rangers Minor Hockey shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Gloucester Rangers for any conduct which, in the sole discretion of the President, is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached.

This authority may be delegated to such Gloucester Rangers directors and officials as the President may designate.

The power and delegation granted to the President allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as action against the team of the contravening spectator. The Gloucester Rangers are prepared to enforce these provisions as required and is an integral part of the reporting and enforcement initiatives.

Implementation Process

Before the start of the season (and as soon as possible after team selections have been completed from tryouts), teams will be given packages with the Fair Play Pledge forms (Appendix A) and a program outline. These will be distributed to the Parents, Players, Coaches and Officials for completion. All forms must be signed and returned to the Vice President Administration no later than October 15.

GLOUCESTER RANGERS MINOR HOCKEY ASSOCIATION
PARENTS - FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within Gloucester Ranger Minor Hockey (GRMHA). All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

FOR PARENTS

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will recognize the value and importance of volunteer coaches and manager. I will comply with reasonable requests of team management e.g. arrival times prior to practices and games, etc.
11. I will not criticize the coach and manager in front of my child. I will discuss my concerns directly with the coach or manager in order to ascertain their objectives and ideas.
12. I will respect the '24 hour cooling off' period before discussing with the coaching staff any issues of disagreement or conflict.

I agree to abide by the principles of the FAIR PLAY CODE as set by the GRMHA.
I also agree to abide by the policies, rules, regulations and decisions as set forth by GRMHA.

PRINT
NAME _____ DATE _____

SIGNATURES:

PARENT _____ PARENT _____

GLOUCESTER RANGERS MINOR HOCKEY ASSOCIATION

FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within Gloucester Ranger Minor Hockey (GRMHA). All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

FAIR PLAY CODE

FOR PLAYERS

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that I am representing the Gloucester Rangers and my home association. Off-ice behavior is equally as important as on-ice conduct.

I agree to abide by the principles of the FAIR PLAY CODE as set by Gloucester Rangers Minor Hockey Association.

I also agree to abide by the policies, rules, regulations and decisions as set forth by Gloucester Rangers Minor Hockey Association.

PRINT
NAME _____ DATE _____

SIGNATURE:

PLAYER _____

GLOUCESTER RANGERS MINOR HOCKEY ASSOCIATION

COACHES - FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within Gloucester Ranger Minor Hockey (GRMHA). All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

FOR COACHES

1. I will carry out the objectives and policies of the GRMHA, which are consistent with the objectives and policies of each home association.
2. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
3. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
4. I will ensure *all* athletes receive equal instruction, discipline, support and appropriate, fair playing time.
5. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
7. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
8. I will make a personal commitment to be informed on sound coaching principles.
9. I will develop my team's season on a balanced basis between games and practices.
10. I will refrain from participating in parent/social functions during tournaments that extend beyond midnight
11. I will make a special effort to refrain from talking about or from recruiting for spring hockey during the GRMHA season.

I agree to abide by the principles of the FAIR PLAY CODE as set by GRMHA
I also agree to abide by the policies, rules, regulations and decisions as set forth by GRMHA

PRINT
NAME _____ DATE _____

SIGNATURE:

COACH _____

GRMHA Team Officials Code of Conduct Agreement

Team Officials are expected to treat each other with mutual respect for the betterment of minor hockey on and off the ice and agree to/that:

1. Make a personal commitment to be informed on sound coaching principles, accept feedback and guidance from GRMHA Coach Mentors and attend GRMHA coaching clinics/meetings.
2. Ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time (fair play as defined by the GHA rules and regulations for house league and the Fair Ice Time (FIT) Policy for competitive).
3. Ensure the athletes play fairly and respect the rules, officials, opponents and teammates. Ridiculing, yelling or 'trash-talking' officials, opponents or teammates will not be tolerated by players or team officials.
4. Abide by the decisions of the game officials; i.e. referee, timekeeper or scorekeeper.
5. Abusive/offensive language is not to be used on the ice, bench area or in the public halls and lobbies of the arena.
6. The trainer is responsible for recognizing and determining when an injury or altered mental state (anger, frustration) requires a player to be removed from games/practices and for determining (in consultation with a medical professional in the case of injury) a player's readiness to return to play.
7. Make sure that equipment and facilities are safe and match the athlete's ages and ability.
8. Report within 24 hours every misconduct and penalty resulting in a suspendable offence, including those received in outside tournaments, and situations where a coach or team official suspends a player for discipline reasons to the GRMHA Director, Discipline.
9. Ensure that at all times there is a minimum of 2 adults present in the dressing room area or other areas 'out of clear sight' while in the presence of a minor. If for any reason a team official finds themselves momentarily not in a 2 deep situation, they must immediately remove themselves until another adult can assist them.
10. Respect the '24 hour cooling off' period before issues of disagreement or conflict are discussed. All parties must wait 24 hours before communicating with another party in regards to a disagreement.
11. The use of illegal drugs by any participant (players, coaches, team officials) and alcohol consumption by minors is strictly prohibited.
12. Alcohol consumption by those of legal age must be handled with discretion and in a manner not demeaning to the reputation of the Gloucester Rangers Minor Hockey,

following all laws according to the Liquor License Act of Ontario. Coaches need to use proper discretion when consuming alcohol in advance of team functions (i.e. refrain from consuming alcohol in between games at tournaments).

13. Ensure that all players representing the association by playing for a GRMHA team represent the organization to the best of their abilities.
14. Respect the roles played by the Volunteers, Host, Officials and other Bench Staff in all sanctioned events and deal with them in a courteous and friendly manner on and off the ice.

WE HAVE READ THE ABOVE TEAM OFFICIALS CODE OF CONDUCT AND AGREE TO ABIDE BY THESE CONDITIONS.

Team

Level

Signatures of Team Officials:

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

Print Name Signature

INCIDENT REPORT FORM

Submit completed form to GRMHA President or VP Administration (as identified on www.gloucesterrangers.com)

This form is to be utilized by anyone in Gloucester Rangers Minor Hockey to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT _____

NAME OF OFFENDING INDIVIDUAL _____

ASSOCIATED WITH (TEAM NAME) _____

NAME (S) OF ADDITIONAL WITNESSES _____

On a separate attachment, please attach a clear description of the unacceptable behavior witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.

You can expect an official to investigate your report within two weeks of receipt. Unfortunately a written response to all reports is not possible, as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation.

Please summarize your expectation of the outcome resulting from your report:

If additional space is required, please use reverse side or attach separately.

NAME: _____

ADDRESS: _____ CITY/TOWN: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

ANNEX F - GLOUCESTER RANGERS MINOR HOCKEY ASSOCIATION (GRMHA) TEAM DISCIPLINE FRAMEWORK:

INTENT

The Gloucester Hockey Association (GHA) competitive program vision is to be the premier competitive hockey organization in Eastern Ontario; providing quality programs, through organizational excellence, that allow all participants to develop to their full potential. GHA will address its vision, mission and values by adhering to the following operating principles:

- Promoting good sportsmanship;
- Encouraging healthy competition;
- Developing positive life skills; and
- Optimizing skill development.

The intention of this competitive discipline framework is to provide GRMHA Coaches the ability to emphasize adherence to these operating principles and Hockey Canada Fair play while also ensuring an understanding and standardization of expectations for competitive players across all GRMHA teams.

CONTEXT

The GHA – GRMHA competitive program deals with developing competitive hockey players at the Tier 1, Tier 2 levels and Major Midget. GRMHA Coaches are selected to develop GHA players into the best competitive hockey players that they can be and it is therefore essential that Coaches have the appropriate tools to teach and reinforce expected behaviours. This development requires that player's behaviour can be positively and if/when required negatively reinforced with escalation mechanisms to emphasize adherence to the GHA competitive operating principles, Player's Fair Play Pledge and Hockey Canada Fair play.

This is not about winning games but rather about developing the behaviours that are expected of Tier 1, Tier 2 and Major Midget competitive hockey players so that they can develop to their full potential. All competitive hockey players value ice time and, while Coaches must ensure that other means are tried first; ultimately the most effective tool at their disposal for reinforcement is loss of ice time.

FIT, Fair Play and Safety Policies

This framework does not supersede the GHA fair ice time (FIT) policy; however, Coaches do have the ability to discipline players, including with loss of ice time, in order to emphasize appropriate behaviours identified in the GHA competitive operating principles, Player's Fair Play Pledge, and Hockey Canada Fair Play. GRMHA Coaches can also create specific "Team Rules" that emphasize both the GHA competitive operating principles and Hockey Canada Fair play desired attitudes and behaviours for competitive players. These "Team Rules" are to be reviewed by the Team Liaison and approved by GRMHA VP Hockey Operations as early as possible at the start of the season. Additionally, regardless of the above, Coaches and/or Trainers

may choose to reduce the ice time of a player or goalie for reasons of safety as is already described within GHA Rules & Regulations.

COMMUNICATION AND REPORTING

Coaches shall communicate to the players and parents how they intend to apply this framework at the beginning of the season and keep players/parents informed when choosing to exercise the options available to them. Coaches do have the ability to refer serious and/or repeat offences to GRMHA Director Discipline and the GRMHA Board for further discipline. For repeat missing of shifts, the Team liaison shall be notified in writing and will also be formally notified if/when it reaches the point of a one game suspension.

FRAMEWORK REQUIREMENTS

Players who fail to abide by the Fair Play Code as set by Hockey Canada, GHA competitive operating principles and/or ‘published’ GRMHA Team rules may be sat by the Head Coach for one regular shift rotation, regardless of any other rules regarding fair ice time. Further, the Head Coach is empowered to increase the number of regular shift rotations being sat by a player for repeat/serious infractions up to a maximum of a one game suspension per season. **Coaches are responsible for reporting (through TTM) within 24 hours, all occasions of a player being sat for one or more regular shift rotations, explaining why the coach determines such a breach of fair ice time to be warranted.** This is only to be done for discipline reasons and not to “shorten the bench” in order to have a better chance of winning. Any additional disciplinary measures must be submitted to the Ranger’s Board through their Team Liaison for consideration.

FRAMEWORK GUIDELINE

It should be noted that the best way to avoid disciplinary actions is through the application of positive reinforcement. This framework should only be used when other avenues have been depleted. The age of the players involved will determine the perceived seriousness of the offence.

FIRST LEVEL OFFENCES:

First level offences should be dealt with at the Team Level unless the Coach deems it necessary to escalate to the Team Liaison or Director Discipline. For these types of offences it is expected that team officials will use the theory of progressive discipline as a guiding principal. E.g. of inappropriate behaviour:

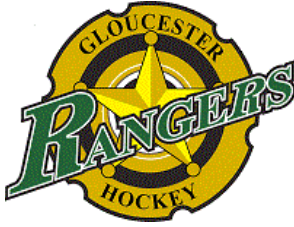
- excessive horseplay
- refusing to participate without valid cause
- tardiness without valid cause
- unexcused absences

- lack of dressing room etiquette
- swearing
- disobedience to GHA competitive operating principles
- lack of adherence to published Team Rules
- other similar behavior inappropriate for a competitive hockey player

SECOND LEVEL OFFENCES:

Second level offences may require a review of the incident by the Team Liaison and/or Director Discipline depending on severity. Again progressive discipline will be levied. E.g. of inappropriate behaviour:

- fighting (off-ice, practices, dressing rooms)
- insubordination to coaching staff
- harassment or abuse of anyone while at the hockey activity
- intimidation
- interfering with others desire to participate
- repeat disobedience to GHA competitive operating principles
- repeat lack of adherence to published Team Rules
- other similar behavior inappropriate for a competitive hockey player



Gloucester Rangers Minor Hockey Association

Social Media Policy

SOCIAL NETWORKING is defined as Internet services that allow users to build profiles, share information, videos, images, blog entries, music etc. Social networking platforms focus on building online communities of people who share interests and / or activities.

INTRODUCTION

This policy encompasses public communications through such Internet mediums and websites such as Facebook, Twitter, Instagram, YouTube, Tumblr, LinkedIn, Periscope, SnapChat and any other social media network. It is applicable to all team individuals involved in the operations of the Gloucester Rangers Minor Hockey Assoc. (GRMHA). The team and or individuals include: **Players, Parents, Coaches, Assistant Coaches, Managers, Trainers, Team PR Reps, Admin.**

The GRMHA understands and appreciates the importance of social networking; the immediate and public forum provides unique opportunities for updates, networking and promotion. However it also provides an unsupervised medium for inappropriate conduct to occur; conduct which can be detrimental to the welfare of the League and our teams and or individuals.

GUIDELINES

The GRMHA holds its teams and or individuals, which use or participate in social networking, to the same standards as it does for all forms of media including television, radio and print. Its teams and or individuals should act in a professional manner at all times since they represent the GRMHA at all times. Of note that once published online, comments are on record and cannot be retracted. All teams and or individuals are accountable for their comments and or actions.

DISCIPLINARY MEASURES

The following are examples of conduct through social media and networking mediums that are considered violations of this policy and which will be subject to disciplinary action by the GRMHA Board of Directors:

- Statements, which are critical of the League or GRMHA personnel, its programs, employees, on-ice or off-ice officials, players, coaches, arena staff, sponsors or any other actors.

- Divulging confidential information that may include but is not limited to the following: medical history (injury or other), game plans or strategies and any other information that is deemed confidential or sensitive in nature.

- Sharing or divulging photos, videos or comments which promote negative influences, cyber bullying or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, sexual exploitation, etc.

Acknowledgement

You, (including your parent / legal guardian) expressly acknowledge that you have read this agreement and understand the rights, obligations, terms and conditions set forth herein. By signing this document, you acknowledge that you, the registered participant, expressly consent to be bound by its terms and conditions and grant to Gloucester Rangers Minor Hockey the rights set forth herein.

Player's Name : _____ Signature : _____

Date : _____

Parent / Guardian Name : _____ Signature : _____

Date : _____

ANNEX H - NOVICE GUIDELINES (To Be Completed in 2019-20)

1.0 Novice Convenor Responsibilities

1.1

2.0 Coaches responsibilities, coach mentoring, team officials

2.1

3.0 Roster Sizes, composition, reassignments, affiliation, tryout process

3.1

4.0 Equipment, game jerseys, tryout jersey, socks, apparel (dress code)

4.1

5.0 Team fees, sponsorship, budgets

5.1

6.0 Tournaments

6.1

ANNEX I – GRMHA CONTRACTING POLICY

BACKGROUND

The Gloucester Rangers Minor Hockey Association (GRMHA) is required to solicit and manage contracts for services/equipment. Given the public nature of these dealings and the need to demonstrate good value, GRMHA must have a clear and transparent process for the conduct of such transactions.

INTENT

The intent of this appendix is to outline the process and conduct for contract solicitation and management of equipment/services contracts such as:

1. Jersey and equipment purchases
2. Goaltender development
3. Player Development
4. Coach development and mentoring

CONTRACT SOLITICATION

The following are the mandatory steps required for GRMHA to solicit and select contracts for equipment and/or services valued at over the amount identified annually by the GRMHA Board.

1. A sub-committee of the Board is to be appointed to:
 - a. Prepare a statement of requirements (SOR) for the contract to include as a minimum:
 - i. Overall Purpose;
 - ii. Expectations;
 - iii. Specific deliverables;
 - iv. Timelines (normally a maximum contract length of two years);
 - v. Budget; and
 - vi. Termination clause.
 - b. Prepare a scoring matrix for the bids;
 - c. Answer any questions from vendors;
 - d. Score the bids;
 - e. Report to the Board with a recommendation to either approve a vendor, have a new competition or cease the bidding process; and
 - f. Negotiate and finalize the contract with the successful vendor as required.
2. GRMHA Board is to approve the statement of requirements (SOR) prior to it being sent to potential bidders.

3. The SOR is to be sent to a minimum of three vendors capable of providing the equipment/services. Prior Board approval would be required in any case where less than three vendors are solicited. Potential vendors would normally have a minimum of two weeks to consider, prepare and submit a response/bid to the SOR.
4. GRMHA Board members are not to engage in any discussions, consultations, etc with potential bidders during the contract solicitation process to ensure a clear and transparent process for all potential bidders.
5. Based on the recommendation of the sub-committee, the GRMHA Board will approve a vendor, direct a new competition or cease the bidding process.
6. In the case of a successful vendor, the sub-committee will enter into negotiations with the desired vendor and review the vendor contract (in most cases the vendor will be required to provide a contract for GRMHA signature).
7. Upon successful completion of the negotiation and contract review process the GRMHA President and GRMHA Treasurer will sign the contract with the vendor.
8. Once a contract is signed all unsuccessful bidders must be immediately notified of the result.

CONTRACT MANAGEMENT

- All existing contracts for equipment/services are to have an annual review by the GRMHA Board, recorded in the meeting minutes, in order to:
 - Confirm that expectations/deliverables are being met as per the contract;
 - Confirm that there is continuing value for money;
 - Determine whether the contract should be renegotiated;
 - Determine whether the contract should be terminated.

- Given the short term nature of the GRMHA Board, all contracts for equipment/services should have a maximum length of 2 years. This will also ensure:
 - GRMHA Board agreement/ownership of the contract
 - Validation of GRMHA requirements
 - Ability for new providers to have an opportunity to bid
 - Continuing assurance and transparency of value for money